

CITY OF HAYWARD

CRIME ANALYST

DEFINITION

Under general supervision, performs research and analysis of criminal justice information and activities and assists in the coordination and utilization of the police systems. In addition, this position conducts staffing utilization and allocation studies; plans, conducts, and evaluates departmental programs; trains police personnel on crime analysis and criminal apprehension; provides training on the use of tracking systems; prepares technical staff reports, and makes departmental and public presentations.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey professional single classification specializing in analyzing criminal justice information and activities and converting raw data into valid criminal intelligence information. This is distinguished from other Analyst classifications in the City by requiring professional certification within the field of Crime and Intelligence Analysis.

SUPERVISION RECEIVED

Receives direction from a Police Lieutenant or other designee as assigned.

SUPERVISION EXERCISED

May exercise supervision over assigned volunteers and temporary employees.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Selects input data and appropriate software for retrieval of data, develops and maintains large computerized databases, and maintains special files by pre-coding and performing audits.

Creates macros and editing programs used in searching, retrieving, and formatting data.

Maintains information on sex offenders and registrants, narcotic and arson offenders, parolees and individuals on probation.

Maintains liaison with parole, probation, the Department of Justice, and other police agencies at the local, state, and federal levels.

ESSENTIAL DUTIES (continued)

Researches, gathers, compiles, and prepares a variety of data from criminal offense reports, arrest reports, and intelligence information.

Assists in the preparation of the department's monthly, quarterly and annual reports.

Researches and reports statistical crime data using software to produce a variety of reports. Monitors crimes, identifying trends of criminal activity, and flagging hot spots.

Designs and revises forms, prepares maps, charts, graphs, scatter grams and matrices.

Interprets and corrects flow charts and error conditions.

Prepares daily, weekly, and monthly crime bulletins for dissemination to operational units within the police department.

Meets with citizen groups and organizations improving community relations and crime prevention awareness.

Gathers intelligence information for the community policing unit.

Furnishes support data for various programs such as crime prevention, truancy abatement, and grant programs.

Contacts and consults with various agencies with purpose of obtaining intelligence information or gaining referrals to fulfill requests.

Coordinates with and acts as the direct liaison with the Department of Justice.

Coordinates the implementation of Megan's Law and acts as the direct contact for citizen access, coordinates intelligence information on various organized crime groups to local, state and federal law enforcement agencies, coordinates major case management including but not limited to money laundering, phone and utility toll analysis, link analysis, and analysis of financial records.

Assists in the planning, preparation, and teaching of various informational courses to officers and other police department employees.

OTHER JOB RELATED DUTIES

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Informational needs and objectives of police officers and other users of statistical crime data and knowledge of the organizational concepts of police departments, law enforcement, and the criminal justice system.

Principles and practices of supervision.

Variety of automated law enforcement systems and software used to compile and analyze data and prepare reports.

Database administration and design.

Basic administrative research, analysis, and statistical methods.

Methods of report writing.

Basic English grammar and sentence construction.

Ability to:

Learn the necessary laws, policies, procedures, databases, and general orders associated with this position which may include but are not limited to: the Automated Warrant System, California Law Enforcement Telecommunication System, Criminal Oriented Records Production Unified System, National Crime Information Center, Criminal Identification and Information, Juvenile Information System, Regional Crime Analysis Program, Western States Information Network, and Violent Crime Information Network computer databases.

Establish and maintain effective working relations with others and exemplify an enthusiastic, resourceful, and effective service attitude with co-workers, the public, and others contacted in the course of the work.

Schedule, assign, train and evaluate assigned staff such as volunteers and their work.

Ability to (continued):

Communicate clearly and effectively both orally and in writing and present clear and concise reports verbally and in writing.

Think logically, follow and apply detailed instructions, alter priorities in response to changes, work under stressful or changing conditions, organize, prioritize, and perform multiple tasks to complete job functions in an orderly and efficient manner.

Recognize developing criminal activity patterns.

Memorize, retain, and accurately recall information.

Resolve difficult operating problems in using varied computer information systems and software.

Interpret, research, analyze and distribute information from charts, graphs, maps, tables, etc. in an effective manner.

Use a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience involving data analysis and evaluation for the implementation of programs in the criminal behavioral or social science fields.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work and experience in public or business administration, criminology, police science, behavioral science, social science, or a closely related field; any combination of experience, education, and training that would provide the department with the best qualified candidate. A Master's Degree in a related field is desirable.

EXPERIENCE AND EDUCATION (continued)

Training:

Any recent training such as academic courses and certification programs that are relevant to this job classification. Possession of Professional Certification in Crime Analysis field to be obtained within twelve months of appointment.

License:

Possession and maintenance of a valid Class C California Driver's License.

Other Requirements:

Willingness and ability to work holidays, weekends, scheduled and emergency overtime, and on-call as required. Attends meetings, conferences and seminars during work and non-work hours that may require travel. Complies with departmental grooming standards.

Special Requirements:

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

731CS11

August 2006

Revised 2011

AAP Group: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt